

Hemel Garden Communities (HGC) Delivery Board

Minutes

18th July 2022 14:00

Conference Room 2, The Forum, DBC / Microsoft Teams

Attendees	Name	Organisation
	Bob Lane OBE (Chair)	Hemel Garden Communities
	Councillor Andrew Williams (Cllr Williams)	Dacorum Borough Council
	Councillor Alan Anderson (Cllr Anderson)	Dacorum Borough Council
	Councillor Chris White (Cllr White)	St Albans City & District Council
	Councillor Jonathan Kaye (Cllr Kaye)	Hertfordshire County Council
	Claire Hamilton (CH)	Dacorum Borough Council
	James Doe (JD)	Dacorum Borough Council
	Amanda Foley (AF)	St Albans City & District Council
	Christine Traill (CT)	St Albans City & District Council
	Sarah McLaughlin (SM)	Hertfordshire County Council
	Tina Barnard (TB)	Hertfordshire LEP
	Fionnuala Lennon (FL)	Homes England
	Phillipa Zieba (PZ)	Hemel Garden Communities
	Nathalie Bateman (NB)	Hemel Garden Communities
	William Marr-Heenan (WMH)	Hemel Garden Communities
	Jamie Alderson (JA)	Hemel Garden Communities
	Michelle Rowland (MR)	Hemel Garden Communities
	Laurence King (LK)	Hemel Garden Communities

Item	Content
1.	<p>Welcome</p> <p>Apologies were received from Neil Iredale (Homes England), Councillor Stephen Boulton (HCC), Adam Wood (HLEP / Herts IQ) and Colin Haigh (HCC).</p>
2.	<p>Previous minutes sign off</p> <p>The minutes of the meeting held on 20th April 2022 were agreed.</p>
3.	<p>Programme Director's update</p> <p><u>Framework Plan</u></p> <p>The team are working with David Lock Associates and Savills to conclude the infrastructure modelling and viability assessment. The 3 growth scenarios (Gade Valley; SANG; and, 4th secondary school) are being assessed and the evidence report for the Local Plans is targeted for completion in 2022. Officers are continuing to monitor progress on the Chilterns Area of Natural Beauty boundary review, which it is</p>

	<p>understood will be conducted later this year, and may impact further upon the level of growth that can be accommodated.</p> <p><u>Transport Plan</u> The Transport Plan is set to be finalised by the end of August. Transport Plan briefings will be undertaken over the summer ahead of further engagement in the autumn.</p> <p>The team are procuring the Nickey Line feasibility study which is set to commence in August. The project brief for the Movement, Parking and Behaviour Change Strategy will be developed in August.</p> <p>MR presented the Your Local Journeys Survey feedback analysis.</p> <p><u>Capital projects</u> The partners are progressing three initiatives to promote active and sustainable travel and a parklet scheme following successful DLUHC funding.</p> <p>10 Authorities across Hertfordshire have signed up to the Solar Bulk Buy scheme and the contract has been finalised. Letters will be sent to residents in September.</p> <p><u>Recruitment</u> The team are working with recruitment consultants to recruit to the vacant posts. HGC are working with Hyas and have recruited four part time contract staff to provide resource around comms and engagement, policy drafting and delivery & land assembly.</p> <p>Action: PZ and FL to discuss the aims and objectives of the Delivery & Land Assembly Strategy.</p> <p><u>Finance</u> PZ provided the finance headlines for 22/23.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. Board noted the programme update position and key workstream activities set out in the Programme Director’s Update. 2. Board endorsed the draft HGC Communications and Engagement Strategy (Appendix D). 3. Board noted the projected HGC Programme finances to 2025/26 (Appendix G).
4.	<p>Governance</p> <p>The Memorandum of Understanding (MoU) sets out the statement of intent for the partners and includes information around programme background, mission statement, objectives, governance requirements and responsibilities, and term and termination.</p> <p>Key changes focus on including a 5th partner, Herts IQ (subject to approvals), updating the background information and map, expanded objectives to include engagement and sign-off, and longer-term aspirations to delegate some appropriate responsibilities to the Board.</p>

	<p>NB summarised the existing governance structure and presented the new proposed structure that includes Herts IQ as a partner. The new structure takes into account the Councillor Review Group and Partner Steering Group.</p> <p>HGC expects Councillor Review Group to be chaired by HGC's Independent Chair and councillors will have the opportunity to provide feedback to the Board via the Chair. Landowners may also attend this group by invitation with clear briefings with Leaders in advance. The Councillor Review Group membership has been reviewed with officers and Leaders.</p> <p>The Partner Steering Group is chaired by the Programme Director and is an opportunity for senior officers to discuss issues and solutions.</p> <p>Cllr White suggested it would be a requirement that the Councillor Review Group be chaired by a Councillor, but agreed HGC Independent Chair should attend meetings, as should the Programme Director.</p> <p>It was agreed that the frequency of CRG should retain some flexibility where required to fit in with programme workstreams. It is expected meetings will occur monthly, every 6 weeks, or bi-monthly.</p> <p>FL suggested adding a point to the MoU to note that it would be without prejudice to the respective local plans process.</p> <p>CH provided an update on The Crown Estate's (TCE) position and the partnership structure. It was noted that they are currently undertaking a cross portfolio strategic review to consider how they might best interact with Local Authority Partners and Homes England and appropriate partnership arrangements.</p> <p>Action: SM and Colin Haigh to review internal governance arrangements (MoU - Appendix 3) and provide comments to PZ.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. Board endorsed the draft MoU and supporting Governance Arrangements for Hemel Garden Communities. 2. Board endorsed the process to approve the revised MoU Terms of Reference (ToR) and delegate sign off to Chief Officers for Board and Senior Officers for the other ToR.
5.	<p>AOB</p> <p>The Infrastructure Delivery Plan will be undertaken later this year in coordination with the outputs of the Transport Plan and Framework Plan.</p> <p>The Board meeting and site visit will be rearranged for October and a special Board meeting will be scheduled for late November.</p> <p>Cllr Anderson welcomed a discussion around the Framework Plan in advance.</p> <p>Action: HGC to reschedule the October Board meeting and site visit and organise a special Board meeting for late November.</p>